Employment Opportunity

Student Assistant - Level II

RECRUITMENT ID: N005

CLASSIFICATION: Student Assistant II

DEPARTMENT: National Center on Deafness

CONTACT: Aileen Rolon, aileen.rolon@csun.edu

SALARY/TIMEBASE: $9.14-$12.79 hour/part-time (Hiring Range: up to $9.50/hour)

GENERAL INFORMATION: Hours to be determined, up to 8 hours per week, 8:00am-5:00pm, M-F.

Duties:

Under general supervision, provides clerical support in the National Center on Deafness Student Services office, assists in communicating with the prospective students, their parents, and visitors; assists in developing a data base list of schools and programs for deaf and hard of hearing students; prepares materials, filing and duplicating; assisting with scheduling events, registration day, and performs other duties as assigned.

Qualifications:

Must be currently enrolled at CSUN. Show proficiency in general office skills and able to work with a diverse population. Applicants must complete an application for employment and submit an unofficial academic transcript. American Sign Language skills preferred.

Knowledge, Specialized Skills and Abilities:

Knowledge of Microsoft based software utilization, specifically MS Word, Excel, Outlook and Publisher; ability to follow through on projects; ability to establish and maintain effective working relationships with students, staff, and faculty; communicate clearly and effectively; demonstrate excellent organizational skills; and work in a multi-cultural environment.

Initial review begins September 22, 2008 and will continue until position is filled. Submit a completed Employment Application to the National Center on Deafness [NCOD].

9/9/2008